

CY 100/CO 7 DEC 77

23 NOV 1977

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MEMORANDUM FOR:

FROM

Acting Director of Finance

SUBJECT

: Appointment of Certifying Officer (U)

REFERENCES

: (a) OFHB 30b(3) and (4)
(b) paragraph 68
(c) OFHB 30d

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1. (C) You are temporarily appointed as a Senior Certifying Officer for activities of the Office of Logistics, Central Depot, with authority to certify:

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- a. All financial transactions within the scope of reference (a).
- b. Personnel travel advances, claims and accountings, for domestic TDY travel.

2. (U/AIUO) The duties of a Certifying Officer are stated in references (b) and (c). As an authorized Certifying Officer, you are responsible for the correctness of journal entries prepared to record financial transactions under your certification. The required journal entry information for each general and subsidiary ledger account is contained in the Agency Financial System User's Manual. The Office of Finance Headquarters Handbook and revisions thereto contain procedural guidelines for use by you and members of your staff. Appropriate procedural guidelines are available in your office of assignment.

3. (U/AIUO) Any request for payment or credit presented to you for certification which appears questionable or in any way unsuitable for certification may be presented to the Chief, Audit and Certification Division or the Director of Finance for review and determination as to propriety for certification.

4. (U/AIUO) This letter of appointment is effective 23 November 1977.

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